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Roles and Responsibilities for Payment Related Process and Work Flows

KEY:

ORFSC = Payment Services Branch at the Oak Ridge Financial Service Center

RES = Residual CFO organizations

FO = Field Office Liaisons, Program Offices outside the CFO organization, Pittsburgh Naval Reactors Office, Schenectady Naval Reactors Office

PWS Task No.	Task	ORFSC	RES	FO	Comments
A. Vendor Payments					
C.5.2.5	A.1 Establish and maintain vendor profile records in the accounting system			X	
C.5.1.2	A.2 Record reservation and obligation entries necessary to issue payments			X	
C.5.2.2.2	A.3 Receive invoice for processing	X			Vendors/employees must send ALL original invoices directly to the ORFSC
C.5.2.2.2	A.4 Review invoice and supporting documentation to determine if it meets the criteria of a proper invoice	X			
C.5.2.2.3	A.5 Reject and notify vendors of improper invoices	X			Notification is also sent to approving official via e-mail
C.5.2.2.2	A.6 Log proper invoices into the accounting system	X			
C.5.2.2.2	A.7 Scan invoices not submitted electronically via VIPERS	X			
C.5.2.2.2	A.8 Provide notification to appropriate DOE officials that invoice has been received and needs to be reviewed and approved or rejected	X			Notification sent via e-mail
C.5.2.2.2	A.9 Review invoice documentation to verify receipt/acceptance of goods and services and appropriateness/reasonableness/allowability of costs billed		X		Approving, Program, and Specialist Officials, as designated in the accounting system
C.5.2.2.2	A.10 Provide ORFSC notification of authorization of invoice payment or rejection of invoice		X		Officials must use the ORFSC online vendor invoice approval system (VIAS). Accounting entries will be automatically generated via the interface program.
C.5.2.2.2	A.11 Review payment authorization for completeness, accuracy, and any special payment instructions	X			
C.5.2.2.2	A.12 For those entries not created by the automated accounting entry interface program, manually calculate and record accounting entries associated with the invoice payment (cost, payment, non-fund [added factor, P&CE], costs for retainage, discounts, interest penalties)	X			Cost entries will be recorded at the time the payment entry is recorded, except where (1) cost management reports are used to record costs, (2) costs are recorded via interface programs, (3) where uncosted balance is zero, (4) reimbursable work B&Rs. ORFSC will obligate additional funds (if necessary) for interest penalty payments and notify FO
C.5.2.2.2	A.13 Validate cost and payment entries associated with vendor/employee payments	X			
C.5.2.2.2	A.14 For invoices with payment with allocations to B&Rs where additional tasks will be performed by HQ EFASC (IPACS, P&CE, billings), e-mail scanned image of invoice and payment authorization to HQ EFASC point of contact	X			
C.5.2.5	A.15 Batch, read, verify, certify payments and transmit payment file to Treasury		X		ORFSC residual organization
C.5.2.2.2	A.16 Update vendor profiles based on changes submitted (i.e., EFT, remittance information)	X		X	Depending on which office receives the information to be updated
C.5.2.2.2	A.17 Provide payment notification to vendor/employee (i.e., remittance advice)	X			
C.5.2.4.2	A.18 Retrieve payment information from Treasury system and record payment dates in the accounting system		X		ORFSC residual organization
C.5.2.4.2	A.19 Receive notices of cancelled checks and returned items, re-log the invoice, and record the appropriate accounting entries to reissue payment	X			
C.5.2.4.4	A.20 Prepare and issue requests for return of funds resulting from an erroneous payment	X			
C.5.2.4.9	A.21 Receive Treasury Offset Program notifications and update information in the accounting system accordingly	X			
C.5.2.7.1	A.22 Submit government/commercial bills of lading to GSA for pre- and post-payment audits	X			
C.5.2.9	A.23 Provide customer service and respond to and resolve inquiries related to payment activities/functions	X			
B. Employee Travel and PCS Payments					
C.5.2.3.1	B.1 Receive travel voucher files and execute Travel Manager interface to the accounting system	X			File to be received from the Transactions Processing Team at HQ. File must be clean with respect to Travel Manager edits. Interface to be automatically executed daily at 9:30 am EST in each database
C.5.2.3.1	B.2 Research and resolve edit errors resulting from the interface	X		X	Any edit errors not specifically related to the TM interface with the accounting system must be resolved by the Transaction Processing Team at HQ.
C.5.2.3.1	B.3 Validate accounting entries generated from the Travel Manager interface to the accounting system	X			
C.5.2.3.2	B.4 Receive and process PCS travel vouchers, including recording and validating the associated accounting entries	X			
C.5.2.3.3	B.5 Receive and process travel advances, including recording and validating the associated accounting entries	X			Request must be received by the ORFSC no later than 4 days prior to start date of travel

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C. Government Purchase Card and Corporate Travel Card Payments					
C.5.2.3.4	C.1 Receive monthly airline ticket electronic file and interface the file into the accounting system	X			Not applicable for every office
C.5.2.3.4	C.2 Reconcile monthly airline ticket information received from the travel agency to data in the accounting system	X			
C.5.2.3.4	C.3 Record and validate accounting entries associated with the interface and reconciliation	X			
C.5.2.4.3	C.4 Determine cost effective due date for government purchase card payment	X			To be calculated each time the Current Value of Funds rate changes
C.5.2.2.2	C.5 Provide ORFSC funding information for each transaction on the cardholder government purchase card statements			X	Cardholders or field office liaisons to input data on Payment Services web page. Must be provided to the ORFSC by COB the 20th of the month
C.5.2.2.2	C.6 Send notifications to cardholders or field office liaisons that have not provided funding information regarding transactions on cardholder government purchase card statements	X		X	
C.5.2.2.2	C.7 Submit original or copies of government purchase cardholder statements to the ORFSC			X	Documentation indicating approval of cardholders and approving officials must be received by the ORFSC by COB the 25th of the month
C.5.2.2.2	C.8 Record accounting entries for transactions not identified/submitted to the ORFSC	X		X	Field office will record any necessary obligation of funds. ORFSC will record cost and payment entries. Must be done prior to month end close.
D. ASAP Payments					
C.5.2.8.1	D.1 Receive ASAP files from Treasury and execute interface with the accounting system	X			
C.5.2.8.1	D.2 Research and resolve edit errors resulting from the interface	X		X	
C.5.2.8.1	D.3 Validate accounting entries generated from the ASAP interface to the accounting system	X			
E. Other Payment Tasks					
C.5.2.4.5	E.1 Conduct deobligation review of prior year's outstanding obligations			X	Review must be complete by 4/30
C.5.2.4.5	E.2 Record entries in the accounting system to deobligate funds based on deobligation review			X	
C.5.2.4.6	E.3 Receive contract closeout documentation and record contract closeout information in the accounting system			X	
C.5.2.4.7	E.4 Perform manual review of non-contract CIDs to determine funds that can be deobligated and record deobligation entries in the accounting system			X	Must be completed no later than the end of the first quarter of the new fiscal year for the previous fiscal year
C.5.2.4.8	E.5 Record entries in the accounting system to reflect any contract transfers			X	
C.5.2.5.1.2	E.6 Prepare and distribute reports to be used in IRS Form 1099 reconciliation and reporting	X			
C.5.2.5.1.2	E.7 Review IRS Form 1099 reconciliation data/reports and correct/update vendor profiles as appropriate	X			
C.5.2.5.1.2	E.8 Receive, consolidate, and review payment data/files for IRS Form 1099 reporting	X			HQ to consolidate files and issue IRS Form 1099s for 2004. ORFSC to do in subsequent years
C.5.2.5.1.2	E.9 Issue IRS Form 1099s to vendors	X			HQ to consolidate files and issue IRS Form 1099s for 2004. ORFSC to do in subsequent years
C.5.2.5.1.2	E.10 Receive and resolve IRS Form 1099 inquiries from vendors and individuals	X			
C.5.2.6.1.1	E.11 Retrieve payment information from Treasury and reconcile with DOE payment records	X			To be completed by COB 2nd workday each month
	E.12 Provide HQ EFASC point of contact payroll information for taxable employee reimbursements	X			To be provided quarterly